

S.No.	Section	PageNo.
1	Nomination of Officer under Right to Information Act	1-3
2	Duties of officers, Haryana State Seed Certification Agency	3-8

NOMINATION OF OFFICER UNDER RIGHT TO INFORMATION ACT ,2005

Sr. No.	Designation	Designated as	Office Address	Tel.No.	Fax No.	E-mail	Website	Jurisdiction
1	Director, Haryana State Seed Certification Agency	Appellate Authority under Clause 19 of the Act.	Beej Parmanikaran Bhawan, Bay No.-11- 12, Sector- 14, Panchkula	0172- 2574134, 0172- 2587573	0172- 2567642	--	--	Whole State
2	Seed Analyst, Panchkula	Public Information Officer under Clause 5(i & ii)	Beej Parmanikaran Bhawan, Bay No.-11- 12, Sector- 14, Panchkula	0172- 2574134, 0172- 2587573	-do-	--	--	Whole State
3	Seed Analyst, Panchkula	Assistant Public Information Officer under 5 (i & ii)	-do-	-do-	-do-	-	-	Seed Testing Lab., Panchkula
4	Chief Seed Certification Officer, Karnal	-do-	#27, Indira Nagar, Mall Road, Karnal – 132 001	0184- 2232814	--	--	--	Karnal Zone
5	Chief Seed Certification Officer, Hisar	-do-	HR-SEED, Sector-14, P (near BSNL Colony), Hisar	01662- 277063	--	--	--	Hisar Zone
6	Chief Seed Certification Officer, Sirsa	-do-	Kothi No. 267, Gali no. 1, Khairpur Colony, Hisar Road, Sirsa – 125 055	01666- 243540	--	--	--	Sirsa Zone
7	Dy. Chief Seed Certification Officer, Rohtak	-do-	Seed Testing Laboratory, HSSCA, D.D.A. Office Complex, Rohtak-124001	94164719 42	--	--	--	Rohtak Zone
8	Seed Analyst, Rohtak	-do-	-do-	94666852 28	-do-	-	-	Seed Testing Lab., Rohtak

As per the requirement of Circular letter No. 5/4/2002-IAR, dated 30.7.2005 from the Financial Commissioner and Principal Secretary to Government, Haryana State Seed Certification Agency, and the following information is furnished under the right to information act, 2005.

1. THE PARTICULARS OF ORGANIZATION, FUNCTIONS, AND DUTIES OF THE HARYANA STATE SEED CERTIFICATION AGENCY ARE AS UNDER:

ORGANIZATION:

The Seeds Act provides for the establishment of Certification Agency vide Section-8 and functions of seed certification agency have been given in the Seed Rules-1968 made under the Act. The purpose of seed certification is to maintain and make available to the public, through certification, high quality seed and propagating materials of notified kind and varieties so grown and distributed as to ensure genetic identity and purity. Seed Certification is also designed to achieve the prescribed minimum seed standards.

The organizational set-up of the Haryana State Seed Certification Agency is given at annexure-A.

FUNCTIONS

- (a) certify seeds of any notified kinds of varieties;
- (b) outline the procedures for submission of applications and for growing, harvesting, processing, storage and labeling of seeds intended for certification till the end to ensure that seed lots finally approved for certification are true to variety and meet the prescribed standards for certification under the Act or these rules;
- (c) maintain a list of recognized breeders of seeds;
- (d) verify, upon receipt of an application for certification that the variety is eligible for certification, that the seed source used for planting was authenticated and the record of purchase is in accordance with these rules and the fees have been paid;
- (e) take sample and inspect seed lots produced under the procedure laid down by the certification agency and have such samples tested to ensure that the seeds conform to the prescribed of certification;
- (f) inspect seed processing plants to see that the admixtures of other kinds and varieties are not introduced;
- (g) ensure that action at all stages, e.g. field inspection, seed processing plant

inspection, analysis of samples taken and issue of certificates(including tags, marks, labels and seals) is taken expeditiously;

- (h) carry out educational programs designed to promote the use of certified seed including a publication listing certified seed growers and sources of certified seed;
- (i) grant certificates (including tags, labels, seals etc.) in accordance with the provisions of the Act and these Rules;
- (j) maintain such records as may be necessary to verify that seed plants for the production of certified seed were eligible for such planting under these rules;
- (k) inspect fields to ensure that the minimum standards for isolation, rouging,(where applicable) use of male sterility(where applicable) and similar factors are maintained at all times, as well as ensure that seed borne diseases are not present in the field to a greater extent than those provided in the standards for certification.

DUTIES

Phase of Seed Certification

Certification shall be completed in six broad phased listed as under:

- (a) receipt and scrutiny of application
- (b) verification of seed source, class and other requirements of the seed used for raising the seed crop;
- (c) field inspections to verify conformity to the prescribed field standards;
- (d) supervision at post-harvest stages including processing and packing;
- (e) seed sampling and analysis, including genetic purity test and/or seed health test ,if any, in order to verify conformity to the prescribed standards; and
- (f) Grant of certificate and certification tags, tagging and sealing.

II Power & Duties of Officer

Chairman

The chairman of the Agency is overall incharge of the agency and is Financial Commissioner and Principal Secretary to Government, Haryana Agriculture Department shall be chairman of Governing Board of Haryana State Seed Certification Agency.

Chairman of the Agency shall be appointed by the State Government.

DIRECTOR

The Director shall be Chief Executive Officer of the Agency. Subject to any directions that may be given by the Board, the Director shall function as the Chief executive Officer of the Agency and shall be responsible for the proper administration of the affairs of the Agency under the direction and guidance of the Board.

Deputy Director

The Chairman (Board of Directors) of the Agency shall be appointing authority to appoint the Deputy Director. The Deputy Director is fully responsible to look after the inspection and certification work of agency. He will keep all the records of certification and inspection and all non-conformities, appeals and sanctions imposed by the Agency and also filling of the records for publishing, processing inspection reports deal by the agency.

Chief Seed Certification Officer

The Chairman (Board of Directors) of the Agency shall be appointing authority to appoint the Chief Seed Certification Officer. He will look the all inspection report after evaluating by the evaluator and fully responsible for inspection work and quality of product. He will keep the record related to the field inspection and non-conformities during field inspection. Chief Seed Certification Officer makes every year record after review and sends to Director. The Chief Seed Certification Officer has four points: i.e. planning, and its implication, check and action. The aim is to continuous improvement.

Seed Analyst

The State Government may, by notification in the Official Gazette, appoint such persons as it thinks fit, having the prescribed qualifications, to be Seed Analyst and define the areas within which they shall exercise jurisdiction. On receipt of a sample for analysis the Seed analyst shall first ascertain that the mark and the seal or fastening as provided in clause (b) of sub-section(1) of section 14 are intact and shall note the condition of the seals thereon.

In rule 19 of seed rule, 1968(hereinafter called the said rules) the word,' shall exercise all the powers which a court has and shall be omitted.

In rule 21 of the said rules for sub-rules (2) and (3) the following sub-rules shall be substituted, namely:

“(2) The Seed Analyst shall analyze the samples in accordance with the procedures laid down in the Seed Testing Manual published by the Indian Council of Agricultural Research as amended from time to time.”

“(3) The Seed Analyst shall deliver in Form VII, a copy of the report of the result of analysis to the persons specified in sub-section (1) of Section 16, as soon as may be but not later than 30 days from the date of receipt of samples sent by seed inspector under sub-section(2) of the Section 15”.

Deputy Chief Seed Certification Officer

The Chairman (Board of Directors) of the Agency shall be appointing authority to appoint the Deputy Chief Seed Certification officer. He will evaluate the inspection reports submitted by inspectors along with his remarks and after his comments on the inspection report will submit to the Chief Seed Certification Officer within fifteen days after receiving inspection report.

Seed Certification Officer

The Director of the Agency shall be appointing authority to appoint the inspector. The Seed Certification Officer shall conduct the field inspection, processing, packaging, labeling and submit all the inspection reports to the Deputy Chief Seed Certification Officer and Chief Seed Certification Officer with his remarks at the end of inspection report within three days of field inspection.

III The procedure followed in the decision making process, including channels of Supervision and accountability.

The whole work of Seed Certification is effectively supervised and monitored at zonal level. A full time Director of HSSCA is responsible for day to day administration. At the Head Quarter, the Deputy Director is assisted by a team of two Seed Certification Officers and also a monitoring and evaluation unit. At zonal level, Chief Seed Certification

Officer will ensure the effective guidance and supervision of the whole Seed Certification Programmed and activity. He will also be responsible for implementing all the direction given by head office from time to time and complete the inspection of field crops and processing work of Rabi and Kharif crops timely.

On receipt of documents in the certification, the same is processed by clerk/Assistant/Accountant/Account Officer/Chief Seed Certification and put to Sr. Officers, Director/Financial Commissioner for taking appropriate decision, AM and CM as the case may be all dealing officials are accountable for duties assigned to them as per the State Govt. instructions.

IV The norms set by it for the discharge for its functions.

All employees are required to discharge their duties as per the norms of the State Govt.

V The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employee for discharging its functions.

All employees are required to follow the prescribed rules and Government instructions issued from time to time.

VI A statement of the categories of documents that are held by it or under its control.
[N/A]

VII The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof; [N/A]

VIII A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

IX A directory of officers and employees of the department.

This information is available in the Agency.

X The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Salaries are provided as per State Government policy. No other remuneration is provided.

XI The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports in disbursements made.

The scheme-wise budget allocation is available in the Agency office.

XII Particulars of recipients of concessions, permits or authorizations granted by it.

No such receipt of concessions permits or authorization are granted by the Agency.

XIII Details in respect of the information, available to or held by it, reduced in an electronic form.

Information is available to the office in all working hours.

XIV The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Information is available to the public in all working hours.

XV such other information as may be prescribed.

The detailed information of seed Certification is also available in head office as well as in all zonal offices.

XVI The names, designations and other particulars of the officers/officials.

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